

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday November 1, 2022

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in Room 205, Baraboo City Hall, 101 South Blvd. Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Bobholz, Skare
Absent: Koehler, Hazard, Petty
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Fordham (1); Skare (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for October 4, 2022.

Skare (1); Bobholz (2)
Aye: All via voice vote
Nay: None

VI. Presentation – Public Hearings

To take comments regarding the 2023 CDA Operating and Capital Budgets

Public Hearing – Opened 7:01 PM

No one wished to make any comments

Public Hearing – closed at 7:02 PM

VII. Announcement of Public Events

An update of events in Baraboo was attached to the agenda.

VIII. Public Comment

None

IX. Receipt of Financial Statements and Approval of Vouchers

- a. October 1, 2022 to October 31, 2022 Vouchers
- b. Financial Statements – September 2022
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from October 1, 2022 to October 31, 2022 as presented in the amount of \$58,061.78.

Bobholz (1); Fordham (2)

Aye: All via voice vote

Nay: None

It was noted that there are zero vacancies at this time.

X. Executive Report

Attached

XI. Committee Reports

A. BEDC

Met on October 27, 2022 to receive a report from Redevelopment Resources and to elect new officers.

B. Executive Committee

Met earlier in month to approve Library invoices. Also, met earlier in the evening to discuss the Section 18 Conversion for Corson Square.

C. Finance

Did not meet this month

D. Loan Review Committee

Did not meet this month

XII. Old Business

1. Update on CDA Projects

i. Web Site

ii. Solar Energy

2. Library Project

Staff gave an update on project status

3. Fire/EMS Update

Building Committee continues to meet with Architects on the project design.

4. Update on RAD process for Corson Square

Staff gave an update on the Executive Committee meeting with Baker Tilly. Several items will be addressed in this meeting.

XIII. New Business

- 1. Consideration and discussion of authorizing a Resolution to approve the 2023 CDA Capital and Operating Budgets.**

The Chair noted that a Public Hearing was held earlier in this meeting. In addition, the Executive Committee reviewed the proposed Resolution and forwarded it to the Board for its consideration.

After careful consideration, the Board moved to approve the 2023 CDA Capital and Operating Budgets.

Motion:

To approve the 2023 CDA Capital and Operating Budgets authorize the Chair to sign the approving Resolution.

Fordham (1); Skare (2)

Aye: Fordham, Bobholz, Skare, Wastlund (via roll call)

Nay: None

2. Consideration and discussion of authorizing a Resolution to approve the Section 18 Disposition for Corson Square.

Earlier this evening, the Executive Committee reviewed the proposed Resolution authorizing the Section 18 Disposition for Corson Square.

The Committee recommended that the Board approve the Resolution.

Motion:

To authorize the Chair to sign the Resolution authorizing the Section 18 Conversion for Corson Square.

Fordham (1); No Second Required (2)

Aye: All via voice vote

Nay: None

3. Consideration and discussion of a Request for Qualifications for Legal Services regarding the Section 18 Conversion for Corson Square.

Based upon previous authorization by the Board, Staff completed a Request for Qualifications (RFQ) for Legal Services for the Section 18 Conversion.

The Executive Committee had reviewed the RFQ earlier and recommended that the Board approve the release of the document.

Motion:

To authorize the Executive Director to release the Request for Qualifications for Legal Services.

Wastlund (1); No Second Required (2)

Aye: All via voice vote

Nay: None

4. Consideration and discussion of a Request for Qualifications for Development Services for Corson Square.

As part of the conversion for Corson Square, the CDA will need the assistance of a qualified Developer. At a previous meeting, the Board authorized the Executive Director to draft a Request for Qualifications (RFQ).

After careful review and a few minor changes, the Board moved to authorize the release of the RFQ for a Developer.

Motion:

To authorize the release of a Request for Qualifications for a Developer for the Corson Square Section 18 Conversion.

Fordham (1); No Second Required (2)

Aye: All via voice vote

Nay: None

5. Consideration and discussion of a Memorandum of Understanding with Sauk County Housing Authority.

Staff noted that a Memorandum of Understanding (MOU) with the Sauk County Housing Authority would be needed as part of the Section 18 conversion. Baker Tilly has provided a template that could be utilized.

After careful review, the Board moved to authorize the Executive Director to submit the MOU to the Sauk County Housing Authority for their consideration.

Motion:

To authorize the Executive Director to submit the MOU to the Sauk County Housing Authority for their consideration.

Wastlund (1); Bobholz (2)

Aye: All via voice vote

Nay: None

6. Selection of Election Nominating Committee members.

In lieu of the creation of an Ad Hoc Committee, Staff was directed to contact the Board members to determine each member's interest in serving in an Officer position.

No action was taken.

XIV. Board Member Referrals

XIIV. Public Comment

None

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XV. Adjournment

Motion:

To adjourn the meeting at 7:37 P.M.

Bobholz (1); Skare (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder